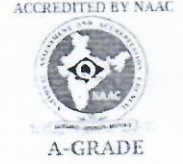


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INSTITUTE OF SCIENCE AND TECHNOLOGY
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Dr.B.Venkateswara Rao
M.Sc (Tech), Ph.D.
Professor of Water Resources
DIRECTOR

CIRCLAR

No.IST/CIR/2019

Date: 04/12/2019.

This is to bring to your kind notice that the attendance particulars of the Outsourcing staff and Contract Faculty are not being furnished properly. Therefore all the Heads of the Centres are requested to forward a copy of leave application whenever they apply leave with specific reasons and with prior permission taken from the concerned Heads and furnish the Xerox copy of attendance sheet while forwarding the attendance particulars every month. Further, it is also instructed to all the staff members of IST to follow the biometric attendance every day and it is compulsory and mandatory that has to be matched with attendance register.


DIRECTOR

Copy to: All the Heads of the Centers of IST
J.R, IST
O.I.E, IST.